

209

## SECTION FOUR - INVOICING INSTRUCTIONS (CONT'D.)

- 1) Vendor name and mailing address. (Ship and invoice under the same vendor name as shown on K mart Vendor Listing or K mart Purchase Order).
- 2) Vendor's Dun and Bradstreet (D-U-N-S) pay identification number. You must obtain the number assigned to your company by D & B. Your invoices cannot be processed without your providing this number to K mart.
- 3) Invoice number.
- 4) Invoice date - must coincide with shipment date or follow the invoice dating instructions on the face of the Purchase Order, whichever is later. For tele-transmitted Purchase Orders, the invoice must be dated to coincide with the latest in-store date in the transmitted Purchase Order.
- 5) Store name, number and full store address as shown in Section One of this book.
- 6) Complete nine-digit K mart Purchase Order Number or range of numbers.
- 7) Type of K mart Purchase Order and Order Type Number (e.g.: R/S 30, CFO 202, COS 076).
- 8) Date of K mart Purchase Order.
- 9) K mart Buying Department Number, as it appears on K mart Purchase Order.
- 10) Point of origin of shipment and freight terms.
- 11) Number of cartons shipped.
- 12) Date shipped.
- 13) When goods are shipped via Parcel Post or UPS, the carrier must be identified on the invoice.
- 14) When goods are shipped via UPS, the UPS ICC Shipper Number must be given on the invoice.
- 15) Shipping weight.
- 16) Quantity shipped.
- 17) The complete MOPS Number (the K mart Item Number) must be shown for each item invoiced, corresponding to the number on the Purchase Order. For each item not shipped the invoice must show the MOPS number and indicate that the item was cancelled. DO NOT BACKORDER ANY ITEMS unless written authorization is given by Senior Buyer.
- 18) Complete description of goods shipped including color and size.
- 19) YOU MAY PREPARE YOUR INVOICE WITH AS MANY K MART ITEM NUMBERS AS POSSIBLE. HOWEVER, ALL K MART ITEM NUMBERS ON EACH INVOICE MUST BE FOR THE SAME IN-STORE DATE. TO FULFILL THE REQUIREMENT FOR PRINTING PURCHASE ORDER NUMBERS ON EACH INVOICE, PACKING SLIP AND ON THE OUTSIDE OF EACH CARTON, PRINT THE PURCHASE ORDER NUMBER FOR THE FIRST ITEM AND THE PURCHASE ORDER NUMBER FOR THE LAST ITEM (i.e., THE ORDER NUMBER RANGE, SUCH AS, 104019096 - 104019099).